



IRISH THEATRE INSTITUTE
creating opportunities abroad **strengthening resources at home**

IRISH THEATRE INSTITUTE SEEKS TO APPOINT General Manager

Irish Theatre Institute (ITI) is seeking an enthusiastic and motivated individual to join our team.

Summary

Irish Theatre Institute (ITI) is seeking an experienced and highly organised individual to join our team as General Manager. This is a key leadership role supporting the organisation's financial management, governance, operations, and overall organisational effectiveness.

Position:	General Manager
Contract:	Fixed-term 2 years, full-time.
Location:	Irish Theatre Institute, 17 Eustace Street, Temple Bar, Dublin 2, on site with option of one day remote working during quieter programme months.
Rate of Pay:	Band €42,000 to €46,000 per annum
Pension:	4% employer contribution (% employee contribution required – level undetermined)
Leave:	22 days annual leave plus Statutory Public Holidays
Responsible to:	Working with and reporting to ITI Director / CEO
Start Date:	19 th August 2025 (<i>estimated</i>)
Eligibility:	Applicants must be eligible to work in the EU and work onsite in Dublin City Centre

About Irish Theatre Institute

Irish Theatre Institute (ITI) is a national resource organisation committed to nurturing, supporting, and developing theatre by building capacity, content, and engagement.

ITI works locally and globally to maximise opportunities for Irish theatre artists and companies, act as a steward of Irish theatre heritage, and lead transformative change across the sector. Our blended in-person and digital programmes aim to keep theatre vibrant, inclusive, and sustainable.

A key initiative within ITI is the Safe to Create programme, which champions dignity, equity, and wellbeing in the arts workplace, providing specialist supports and resources to foster safer, more inclusive working environments

Role Overview

The General Manager is a senior leadership role with responsibilities, working with the Director / CEO, for the financial and strategic management, as well as the effective day-to-day operations of Irish Theatre Institute. Working closely with the Director and wider team, the General Manager oversees financial planning, HR, governance, communications support, and organisational welfare, ensuring smooth delivery of ITI's programmes and services.

Role Functions

Your duties as General Manager will include:

1. Financial Management

- Lead on budget planning and financial forecasting in collaboration with the Director.
- Manage payroll, invoicing and VAT returns (QuickBooks & Thesaurus).
- Prepare regular financial reports for the Director and Board.
- Liaise with auditors and ensure timely annual audits and compliance.
- Ensure accurate financial oversight and reporting related to the Safe to Create programme, including monitoring budgets and grant compliance.
- Manage funding drawdown and reporting processes to all stakeholders, including the Arts Council, Culture Ireland, and the Department of Culture, Communications and Sport.

2. Governance and Compliance

- Manage governance compliance with the Charities Regulator and Companies Registration Office and all key stakeholders in collaboration with the Director.
- Lead and manage accurate financial, HR, and operational records.
- Assist with board meetings, reporting and documentation, and take minutes at board meetings.

3. Staff and HR Management

- Support and manage staff involved in the Safe to Create programme, ensuring alignment with its principles of dignity at work, equity, and inclusivity.
- Manage HR processes including staff contracts, policies, leave, performance reviews and recruitment administration.
- Support a positive and inclusive workplace culture.
- Coordinate access and wellbeing supports as well as professional development for employees.

4. Programme and Service Delivery

- Support ITI's artist support programmes, including information clinics and advisory services.
- Work with the Programme Manager, Operations and Programme Co-ordinator and Playography Editor on programme delivery.
- Support the Director in producing large-scale events and research initiatives.
- Represent ITI at events, festivals, and sectoral gatherings.

5. Operations and Facilities Management

- Oversee Health & Safety compliance and the day-to-day running of ITI offices and facilities at 17 Eustace Street including room bookings, usage schedules, and relationships with tenants and users.
- Support the coordination of maintenance and repairs.
- Maintain and update the organisation's risk register.
- Represent ITI at landlord and Temple Bar Cultural Trust meetings.

6. Communications and Public Engagement

- Collaborate with the Director and Communications Manager to support strategic communications.
- Provide operational support for web platforms and digital resources.
- Oversee the dissemination of organisational impact through reporting and publications.

Person Specification

Essential Skills and Experience

- **Leadership & Operational Experience:** 2–5 years in finance, operations or general management role within the cultural or nonprofit sector.
- **Financial Oversight:** Demonstrated experience managing budgets, accounts, payroll, and audits.
- **HR Management:** Experience managing staff contracts, welfare, and organisational policies.
- **Sectoral Knowledge:** Understanding of the Irish arts and cultural landscape, particularly in relation to theatre and artist supports.
- **Project Coordination:** Strong organisational skills with an ability to manage multiple projects simultaneously.
- **Communication:** Excellent written and interpersonal communication skills.
- **Governance Literacy:** Familiarity with compliance obligations for non-profits and/or arts organisations.
- **IT Proficiency:** Comfortable with financial software (e.g., QuickBooks, Thesaurus Payroll), Microsoft Office, and online collaboration tools.

Desirable Experience

- Understanding of inclusive workplace practices, access supports, and sustainability in the arts.
- Experience working in a theatre or arts organisation with an international or artist-facing remit.
- Knowledge of facilities management and Health & Safety standards.
- Experience in fundraising, sponsorship, or developing earned income strategies.

Equal Opportunities

Irish Theatre Institute is an equal opportunities employer. We encourage applications from candidates of all national, ethnic, or cultural backgrounds, including Asian, Black, Traveller, minority ethnic, refugees, people with disabilities, working-class, and LGBTQIA+ individuals.

How to Apply

Please submit:

- A **cover letter** outlining how your experience aligns with this role (max 1 page)
- Your **CV** (max 3 pages) including two referees

Access Support

We offer accessible application formats and provide supports to candidates throughout the recruitment process. To request alternative formats or discuss your access needs, please contact us at: recruitment@irishtheatreinstitute.ie

Upon hiring, we conduct an Access Audit as part of our induction process to ensure your working environment meets your needs.

Applications to: recruitment@irishtheatreinstitute.ie

- **Deadline:** 12.00 noon on 11th July 2025
- **Interviews:** Held on 17th and 18th July 2025
- **Start Date:** (estimated) 19th August 2025